

## BUILDING AND SAFETY MANAGER

### NATURE OF WORK

This is highly responsible administrative and professional work managing the activities and programs of Building and Safety.

Work involves responsibility for the administration, supervision and coordination of Building and Safety programs relative to the construction, alteration, demolition and repair of all buildings; enforcement and compliance with the Minimum Housing Code; and enforcement and compliance with applicable fire codes in the City to assure adherence to required standards. Work also involves interpreting and making changes in the municipal, building, plumbing, heating, electrical, sign, minimum housing and fire prevention codes; and reviewing and maintaining all building, plumbing, heating, electrical, sign, minimum housing, and applicable fire prevention codes. Supervision is exercised over a staff of professional, technical and clerical personnel. General supervision is received from an administrative superior. Work is performed with considerable independence within the framework of established policies and codes.

### EXAMPLES OF WORK PERFORMED

Supervises and coordinates the operation and administration of programs relative to building, plumbing, heating, electrical, sign, zoning and fire prevention codes.

Interprets and makes recommendations for changes to the appropriate Municipal Codes.

Supervises the enforcement and compliance of the minimum housing and fire prevention codes to assure adherence to required standards.

Confers and corresponds with property owners, architects, engineers, attorneys, contractors and other interested parties pertaining to proposed construction as it relates to Municipal Codes; assists in establishing all building and related code and zoning ordinances interpretations.

Confers with technical subordinates and other interested persons regarding the desirability for changes and modifications to codes and ordinances; and makes recommendations for the improvement of such codes and ordinances.

Supervises the proper accounting for money received or disbursed, and of all City equipment and other property.

Attends meetings at civic clubs, churches, schools and other places of public gathering to explain the activities and functions of Building and Safety and to establish favorable public relations.

Supervises the preparation of the budgetary process covering Building and Safety.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organizational development.

Considerable knowledge of the principals, methods and practices of municipal finance and budgeting.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of municipal building, plumbing, heating, electrical, sign, zoning and fire codes as well as related federal, state and municipal laws and ordinances.

Ability to plan, assign, direct and review the work of subordinate employees engaged in diversified but related activities.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with employees, officials, union representatives and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a masters degree in public or business administration or related field and considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration or related field and considerable experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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